



PROGRAM SUPPORT ASSISTANT (Visas, Customs & Permits)

Closing Date: 10/02/2009

Who may apply: All Interested Candidates

Length of Service: 12 month renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Program Support Assistant. The main purpose of this position is to serve as a point of contact for matters related to customs, permits, visas, entry/exit of personnel and other related issues affecting USAID programs and partners. The incumbent will maintain contacts with all levels of Israeli and Palestinian authorities on these matters. This position requires exceptional interpersonal and multi-tasking skills, in order to handle the large volume of daily interactions and tasks. The primary location of this position is the USAID offices in Tel Aviv though travel outside the office to the borders and various West Bank sites will be required on a regular basis. The work environment is open, with a current staff of about 140 people and requires motivated, customer service-oriented individuals.

QUALIFICATIONS SOUGHT:

- Completion of secondary school is required. Some technical/college school is desirable.
- A minimum of three years of work experience, including at least two years of clerical or other experience in shipping, transportation, or a closely related field is required. Established working relationship with key Israeli government officials highly desirable.
- An excellent knowledge of the various host government (both Israeli and Palestinian Authority) Ministries structure and standard operating procedures and U.S. regulations on visa requirements, permits, customs exceptions and importation and exportation permits, and of the practices of the host government offices which administer these exceptions and permits.
- Strong working knowledge of electronic records management (database) and experience creating and maintaining Excel spreadsheet workbooks and filing systems.
- Good working knowledge of English, Arabic and Hebrew is required.
- Must possess a valid Israeli driving license.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by October 2, 2009. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.